

**CITY OF COTTONWOOD SHORES**

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657  
 Office: (830) 693-3830 [www.cottonwoodshores.org](http://www.cottonwoodshores.org) Fax: (830) 693-6436

Mayor: Donald Orr  
 Mayor Pro-Tem: Stephen Sherry  
 Councilmember: Tony Satsky



Councilmember: Cheri Trinidad  
 Councilmember: Marley Porter  
 Councilmember: Roger L. Wayson

*People, Parks and Prosperity*

**REGULAR CITY COUNCIL MEETING MINUTES**

**\*\* NOTICE \*\***

The City Council held a regular meeting on Thursday, October 15, 2015 at 6:00 p.m.  
 The meeting was held at the Cottonwood Shores City Hall,  
 located at: 3808 Cottonwood Drive in Cottonwood Shores, TX 78657

**AGENDA**

1. Call to Order: 6:00 p.m.
2. Roll Call:

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	✓		
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad		✓	
Councilmember Porter		✓	
Councilmember Wayson	✓		

*City Administrator/ City Secretary Sbeila Moore announced that a quorum was present.*

3. Pledge of Allegiance to U.S. Flag and Texas Flag: Led by Mayor Donald Orr

**Texas Flag Pledge:** Honor the Texas Flag. I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

4. Citizen's Comments:

*This is the opportunity for the public to address the City Council. Please sign up to speak and indicate the subject you intend to address. Speakers will be recognized in their order of sign-up. City Council may not discuss or act on any issue not posted on the agenda for this meeting. (Attorney General Opinion JC-0169). Citizen's comments will be limited to 3 minutes after they have been acknowledged to speak by the chair of the meeting. If the Citizen wishes to make comments about an item that is already on the agenda, discussion will be deferred until the item comes up.*

Roger Wayson addressed the council and audience in respect to the parking situation surrounding the theatre. He stated that the utilization of some traffic cones with other means also across from the theatre by the storage facility helped tremendously. He stated it increased their parking with approximately 9 spaces which were diminished when the new roadway was put in. He stated this was a temporary arrangement and that a long term solution was still in the works.

Mayor Orr stated the city had arranged to put some paving rock on the ground to assist in parking. Mr. Wayson stated this was good however it was pretty thick and was causing a slight problem.

It was determined that the gravel may need to be rolled or pressed down.

**5. Administrative Reports:**

Financial Officer Orr stated he would attempt to have last year's financials for Council's review at the 1<sup>st</sup> meeting in November if possible, but it may be the second.

Parks and Recreation Report was presented by Commissioner Wayson and inviting everyone to the next Parks and Recreation meeting on Monday, 19<sup>th</sup> of October at 10:00.

City Administrator / City Secretary Sheila C. Moore updated the council in reference to building permits being slightly down. She then presented reports on the following: Code Enforcement, Municipal Court, Public Works, and Animal Control.

Mayor Orr presented a piece of water line pipe that had been extracted from the water system showing the severity of old piping and leaks.

Bill Plumley presented a report for the Volunteer Fire Department.

John-Michael Talamantez presented a report for the Police Department.

Mayor Orr commented that there are more houses being built this year than in the last 5 years.

City Administrator / City Secretary Sheila C. Moore informed the council and audience that Joey Krueger, Mayor Orr and herself attended a meeting with Horseshoe Bay in regards to the Peninsula vs sewer usage and payment thereof. Horseshoe Bay is in agreement and all are still working towards solving this issue possibly through metering or reimbursement process. This project is still in the works.

Councilmember Wayson asked about the Krumm Ranch 90 acres. Mayor Orr indicated this was in discussion also.

The staff annual pumpkin carving contest will be held and we need judges. Judges are Donald Orr, Thomas Jacobs, and Stephen Sherry at 10:00 on October 24, 2015

Several other topics were also addressed

**6. Consent Agenda:**

**6.1. Minutes from a Regular Meeting of the City Council held on October, 2015.**

**6.1.1. Motion to approve October 1, 2015 minutes**

**6.1.1.1. Motion:** Mayor Pro Tem Sherry

**6.1.1.2. Second:** Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

**6.1.2. Vote: Yea: 3      Nay: 0      Abstain: 0**

**6.1.3. Motion: Passed**

**7. New Business:**

**7.1. Discuss and consider action on paperless council packets via tablets. *As requested by Councilmember Wayson***

As requested by Council, City Administrator / City Secretary Sheila C. Moore provided an analysis and presentation to the council copier/paper usage. She pointed out that approximately 3/5 of the paper or coping was due to the preparation of the council binders or materials within. She suggested that the purchase of the RCA Pro II 10.1 Tablet, 16GB Quad Core with Keyboard for around \$ 98.97. Word apps are downloaded free.

Councilmember Wayson also suggested that the city should obtain an extra warranty with the purchase of the tablets in the event one of them broke, which was agreed upon.

Mayor Orr stated that City Attorney Elliot Barner would develop a tablet usage policy if the city chooses to adopt the usage of tablets.

7.1.1. Motion to purchase the tablets as recommended with extended warranties.

7.1.1.1. Motion: Mayor Pro Tem Sherry

7.1.1.2. Second: Councilmember Satsky

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

7.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

7.1.3. Motion: **Passed**

7.2. Discussed and considered action on adopting Resolution 686 allowing staff to enter into an agreement with the State of Texas Co-op Program. *As requested by Staff*

City Administrator / City Secretary Sheila C. Moore addressed the council showing that the adoption of this resolution would help save the city money in regards to various purchases. She informed them that there would be an annual fee of \$100.00, however this could be saved in a short time through purchasing of items like tires alone. This can assist in the purchase of vehicles, machinery, etc. as well.

Councilmember Wayson questioned if this would affect the city's bidding process. It was determined that this would not supersede the city's ordinance.

After further discussion a motion was made.

7.2.1. Motion to adopt Resolution 686

7.2.1.1. Motion: Councilmember Satsky

7.2.1.2. Second: Mayor Pro Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

7.2.2. Vote: Yea: 3 Nay: 0 Abstain: 0

7.2.3. Motion: **Passed**

7.3. Discussed and considered action on PUE Abandonment between lots 9, 10, 11 and 12, 3717 Lakeview Drive, Driftwood subdivision. *As requested by Joseph Moran/Jim Bristow*

Jim Bristow addressed the council indicating his wishes for the abandonment of the easements.

7.3.1. Motion to abandon the PUE easements between lots 9, 10, 11, 12, 13 and 14; 3717 Lakeview Drive, Driftwood Section.

7.3.1.1. Motion: Councilmember Wayson

7.3.1.2. Second: Mayor Pro Tem Sherry

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

7.3.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.2.3. Motion: **Passed**

7.4. **Discussed and considered action** on authorizing staff to pursue investigation of alternate fire suppression services in the event an agreement is not reached with the CWSVFD or should an existing contract be breached. *As requested by Staff*

Mayor Orr requested the staff pursue investigation of alternate fire suppression services in the event an agreement is not reached with the Cottonwood Shores Fire Department.

Councilmember Wayson stated this should not be a council agenda item. This is already a staff responsibility.

Mayor Orr stated he just wanted to reaffirm to the city as well as the volunteer fire department that this is a normal process and not to appear as subterfuge.

After further discussion a motion was reached.

Bill Plumley presented an end of year report of VFD call outs.

7.4.1. **Motion to acknowledge and take no action.**

7.4.1.1. **Motion:** Mayor Pro Tem Sherry

7.4.1.2. **Second:** Councilmember Wayson

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

7.4.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.4.3. Motion: **Passed**

7.5. **Discussed and considered action** on amending Ordinance 8007 (Nuisance). *As requested by Staff*

City Administrator / City Secretary Sheila C. Moore presented some changes in ordinance 8007 in reference to illegal dumping within the City of Cottonwood Shores. The Texas Litter Abatement Act defines and sets penalties for illegal dumping which are different than the penalties stated in the current Ordinance. Mayor Pro Tem Sherry showed concerns in reference to citizens being able to have burns, stack of firewood, etc.

It was determined that State Law defines what can be burned. Councilmember Wayson stated within the wildfire ordinance the definitions help define what a controlled burn within the area was. Ordinance 8007 would be enforced by the code enforcement officer. Councilmember Wayson suggested changing several items within which were agreed upon.

7.5.1. **Motion to amend Ordinance 8007 (Nuisance) as presented.**

7.5.1.1. **Motion:** Councilmember Satsky

7.5.1.2. **Second:** Councilmember Wayson

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

7.5.2. Vote: Yea: 3      Nay: 0      Abstain: 0

7.5.3. Motion: **Passed**

7.6. **Discussed and considered action** on citizen's nominations for Outstanding Citizen Award. *As requested by Councilmember Wayson*

Councilmember Wayson opened the nominations by nominating two outstanding citizens;

- 1) Jim Bristow and
- 2) John Marr

Mayor Orr nominated one outstanding citizen

- 1) Wendy Wayson.

Resident Suzan Orr questioned who could nominate for this award. She was informed anyone could nominate a person for this award.

Citizen Wendy Wayson suggested putting this information into a water bill mail out for future nominations.

No further nominations were presented

Nominations were closed

**7.6.1. Motion to accept nominations on table.**

**7.6.1.1. Motion:** Mayor Pro Tem Sherry

**7.6.1.2. Second:** Councilmember Wayson

NAME	Yea	Nay	Abstain
Mayor Pro-Tem Sherry	✓		
Councilmember Satsky	✓		
Councilmember Trinidad			
Councilmember Porter			
Councilmember Wayson	✓		

**7.6.2. Vote: Yea: 3      Nay: 0      Abstain: 0**

**7.6.3. Motion: Passed**

**8. Future agenda items:**

- 8.1 Road Abandonment & Exchange (*Marley Porter*)
- 8.2 City of Cottonwood Shores 30<sup>th</sup> Year Anniversary (*1<sup>st</sup> meeting in November*)
- 8.3. Zoning Ordinance Workshop (*October 22, 2015*)
- 8.4 Discuss Fire Department Contract (*October 22, 2015 Special Meeting*)
- 8.4 Present Contract for Volunteer Fire Department (*Mayor Pro Tem Sherry & Councilmember Wayson*)
- 8.5 Process to obtaining nominations for Citizen Award
- 8.6 Parking for Theatre

**9. Adjournment: 7:15 p.m.**

The preceding document is a true and accurate reflection of the minutes of the Regular Council Meeting of the City of Cottonwood Shores, held on October 15, 2015.



Attest:

*Bobby Herrin*

Bobby Herrin  
Deputy City Secretary

**Municipal Court**

**September 2015**

<b>Description</b>	<b>Retained</b>	<b>Disbursed</b>	<b>Total Collected</b>
Cash & Checks Collected	\$60.41	\$75.59	\$136.00
Jail Time Credit:	\$0.00	\$0.00	\$0.00
Credit Card Payments:	\$128.27	\$128.77	\$257.04
<b>Totals:</b>	<b>\$188.68</b>	<b>\$204.36</b>	<b>\$393.04</b>

# **PUBLIC WORKS REPORT**

## **Work Orders Completed**

**9/10/15 to 10/9/15**

## **Water Department**

**Water leaks: 5**

**Sewer leak/Stoppages: 0**

**Connects: 9**

**Disconnects: 5**

**Disconnects for non- payment of services: 15**

**Re-establishment of service: 14**

**Misc. calls for water dept.: 9**

**Billing Problems/Water Audits: 5**

**Sewer Taps: 1**

**Water Taps: 1**

**Lift Stations: 1**

**Check/Replace cleanouts: 1**

**Meter Head Change outs: Rg3 finished and got a 100% read on 9/21/15**

**Meter reading: 3 days**

We replaced the valve on the 20,000 gal. galvanized storage tank at the water plant in order to fix several leaks in the tank after refilling we have found more if anyone would like to come out and take a look call and set up a time to meet with us

## **Public Works**

**Potholes: 1 (not including the ones filled in on gravel roads)**

**Signs: 1**

**Misc. Calls:** 1 known

**Culverts cleaned –repaired-installed or replaced:** 1

**Road Work:** graded a few of the real bad spots around town added granite gravel to several bad spots and working on more

We are still working on stockpiling granite gravel from lots on maple to put on fir and pine and other roads to offset cost of material needed for roads as we can

## **Animal Control**

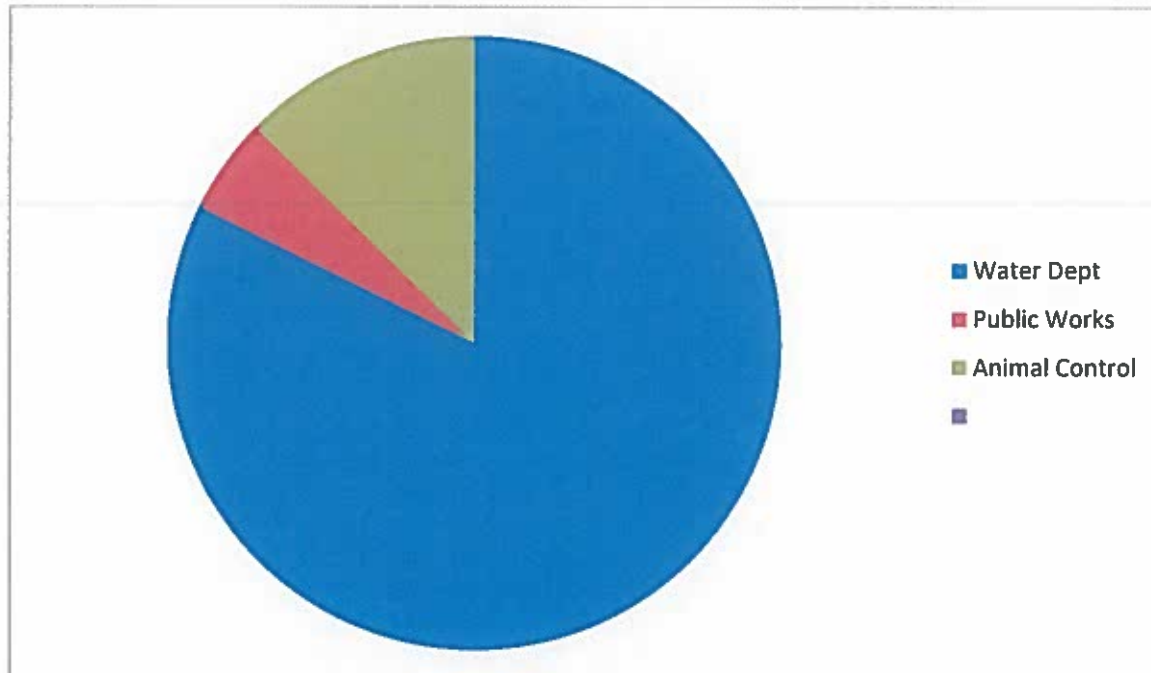
**Dogs/Cats:** 3 known

**Dead Animals:** 4

**Misc.:** 3 known

Cottonwood Shores PD has helped out with animal control so the interruptions that interfered with road work were kept to just a couple of calls and we appreciate that a lot, thank you

Just a note about the chart even though public works area is small does not mean there is no work being done in that area it takes more time to complete those projects then in the other areas.





# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores TX

This report was generated on 10/5/2015 1:55:44 PM

## Incident Type Count per Station for Date Range

Start Date: 09/01/2015 | End Date: 09/30/2015

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
311 - Medical assist, assist EMS crew	4
320 - Emergency medical service, other	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>5</b>

Only REVIEWED incidents included.

Police Activity	
Sept 11 Thru Oct 08	
911 Investigation (open line)	2
Abandon Vehicle	1
Alarm Calls	1
Assaults	
Assist EMS	2
Assist Other Agency	10
Burglary	
Citizen Req Assistance	21
Civil Issues	3
Collisions	3
Criminal Mischief	
Criminal Trespass	1
Disturbance	4
Deceased Person	
Drug Paraphernalia	2
DWI	
Follow Ups	12
Fraud Reports	
Harassment	1
Mental Health	
Missing Person	
Noise Disturbance	16
Public Relations	4
Reckless Driver	1
Security Check	56
Stranded Motorist	
Suspicious Person	10
Traffic Stops	63
Theft	1
UUMV	
Violate City Ord	2
Violate Protective Order	3
Warrant Service	2
Welfare Concerns	2

Total Calls For Service

223

## Building Permits September & October

9/17/2015	Ron Latronica	756 Driftwood	160915	Sewer Repair from house to clean out	\$0.00
9/25/2015	Dry Creek Homes	300 Knights Row	51015	New Residence	\$1,170.25
10/5/2015	Juan Rodriguez	505 Queens Way	40715	New Resident Extension	\$0.00
10/5/2015	Austin Park Avenue	721 Magnolia	61015	Remodeling	\$200
10/12/2015	Dalia Vazquez	852 Magnolia	91015	Fence Permit Replacement	\$0

**September final**

**26 Lot inspections**

**26 violations issued**

**9 permits issued**

**3 citations issued**

**13 compliances**

**October statistics**

**15 Lot inspections**

**15 violations (will issue 10-14-2015)**